



***Statement of Work
for
Enhancing Water Awareness Program Coordinator at Peace Corps Jordan***

OVERVIEW:

Peace Corps Jordan has identified the need for a part time Program Coordinator to manage the Enhancing Water Awareness (EWA) Program. The EWA program trains Peace Corps Volunteers (PCVs) to deliver water conservation and critical thinking curriculums to beneficiaries in their communities of assignment. In addition, EWA has a grant component that allows PCVs and their community partners to compete for funds to carry out water conservation-related projects in their communities. EWA is a partnership with USAID. USAID both funds the program and provides oversight.

PERIOD OF PERFORMANCE:

The initial period of performance begins in February 2012 with options to be executed up to September 2013. There is a possibility of an extension to September 2014 if/when funds are available and upon acceptable performance.

LEVEL OF EFFORT

Post may call upon the consultant to provide 12 hours/week or provide a maximum of 48 hours a month over the entire period of performance, including any option period. The Level of Effort (LOE) will vary week to week depending upon ongoing program needs and events. Should Peace Corps and the Coordinator agree that a greater or lesser LOE is necessary to accomplish coordination responsibilities, this Statement of Work may be amended accordingly.

Program Coordination Roles and Responsibilities:

- Review relevant documents, including:
 - EWA agreement with USAID
 - EWA grant procedures, templates, and outstanding grants
 - H2Hope (water conservation) curriculum
 - Brain Camp (critical thinking) curriculum
 - PC/Jordan Project Plans
- Hold initial and periodic consultations with relevant stakeholders as appropriate, including:
 - Appropriate Peace Corps Jordan Staff
 - EWA Volunteer Committee
 - Volunteers' involved local partners
 - USAID Representatives

- Develop EWA implementation plans for two scenarios (3 year and 4 year terms) within the first month of consultation period
- Coordinate EWA grant program according to established procedures and timelines
- Coordinate and deliver EWA trainings for Volunteers; including venue logistics, training content, content delivery, etc...
- Coordinate scheduling and agendas for EWA Volunteer committee meetings
- Ensure timely and accurate monthly, quarterly, and/or fiscal year reporting to USAID and Peace Corps Headquarters. Jointly coordinate EWA budget management with Peace Corps Jordan Director of Management and Operations (or delegate), including reconciling quarterly and closing out end of year budget.
- Create and coordinate tracking system for EWA materials and equipment –
- Jointly develop with DPT and oversee Monitoring and Evaluation of the program
- Jointly ensure safety and security of Volunteers involved in EWA events with other post staff
- Other EWA related activities as directed by supervisor

WORKING CONDITIONS:

- Report to Post's Director of Programming and Training (DPT)
- Participate in USAID coordination activities at the US Embassy
- The work may be completed in The Peace Corps Jordan Office, and/or at other locations, including the consultant's current residence/office, as agreed upon by the consultant and DPT
- Expert is responsible for his/her own transportation within Amman
- Expert will be provided with a temporary workstation at the Peace Corps Jordan office once security clearance has been passed

QUALIFICATIONS:

- University degree in environment, education, development, or related sector (required)
- Advanced levels of verbal and written English (required)
- Flexible and solutions oriented attitude (required)
- Experience developing and delivering training to adults (preferred)
- Experience coordinating grants programs (preferred)
- Advanced levels of verbal and written Arabic (preferred)

To apply, send your CV (2 pages max) and a cover letter (optional) to HR@jo.peacecorps.gov by Thursday, February 16th, 2012